

**Waitākiri School Board of Trustees
MINUTES OF BOARD MEETING
HELD AT 6.15PM ON
TUESDAY 6 JULY 2021
AT WAITĀKIRI PRIMARY SCHOOL
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

PRESENT: Andrew Barker, Ben Naylor, Adele Mitchell, Leroy Lewis, Jude Borchers, Joy Banks, Kim Hillson (minute secretary), Amy Brown (for Enviro presentation), Ruru Hona and Jacqueline Woods (both for Enviro, Kaumatua and ERO presentation only).

APOLOGIES: none

MINUTES OF LAST MEETING HELD 08 JUNE 2021.

Moved by Ben that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Leroy. All in favour.

MATTERS ARISING: see Principal's report

Travel to school survey - there is additional parking in Clare Park, there are gardens on each side that have space for parking, as well as a footpath. This would legally need to be changed through the council. There was discussion around other safer places to drop your children off - council are investigating crossing places, speeds, congestion, Clarevale St corner, park smart programme. There are lots of things starting.

Wellbeing survey - will have to be shared at the next meeting, shared with across schools staff today.

PTA REPORT: no report

PRINCIPAL'S REPORT: reported by Andrew Barker

Attendance: Reported in the Principal's report.

NAG 1 CURRICULUM

Enviro Presentation:

Amy Brown, Maya and Mehak presented an Enviro Vision Map to the Board. This has been made out of the old map. This will go into the foyer for everyone to see. They have some short term and some long term goals. The girls shared a video they made about "Plastic Free July". This has been shared with our community.

Kaumatua - Ruru Hona:

Ruru introduced himself. Born in Whangarei with Te Reo as a first language. Has 3 mokopuna who attend Waitākiri. Ruru works at Burwood Hospital and is a local community member. Is a Kaumatua for a few organisations. He is an advisor for CDHB working at Hillmorton, in prisons and the courts and works with mental health agencies. We need to be clear what a whanau is, have cohesiveness and lead as a team. Ruru is happy to support us.

Education Review Office - Jacqueline Woods:

Jacqueline introduced herself as our ERO Evaluation partner. This is a 3 year partnership. She has been with ERO for 14 years. ERO has a new methodology which came about with an ERO review. The purpose is to work alongside schools and support. Most of the work is at the beginning stages, some schools will take more time, others verification and feedback. Jacqueline has met with Andrew, SLT and Ben. Jacqueline has reviewed the school before, there has been a change of demographics and ethnicities since then. Next stage is to develop an evaluation focus and plan, this will be something that we have identified as a priority. There is a team of four ERO staff who meet regularly and share work, support one another and managers that oversee the process. We look at what we need to know, working alongside the school. There will be no report like previously, there will be various reports where the community can link into and see. Research has told us that previous reports are not helpful. There will be no rating system, but instead a summative report. Will parents be able to use them to decide which school they want their child to attend, or go to local school? Not sure yet. May be able to answer that later. Idea is that each school is individual, trying to move away from comparing. Is there a key performance indicator? Yes, Health & Safety. There is a checklist of legal requirements. A lot of Boards use them as a check and measure. Important as a Board that there are systems in place that children are safe. Jacqueline asked the Board some questions around H&S.

PB4L - Positive Behaviour for Learning:

Waka leaders (staff and students) met today seeking student voice and asking "I want people at school to be...". Andrew presented information held at a staff meeting this week where all staff were asked to dig into what respect meant. A group activity was held with the Board, this is going to be at 3 Way Learning Conferences in week 1 of term 3 for parents to complete.

Kahui Conference Evaluation - reported in Principals report

2020 School Review Recommendations - reported in Principals report

Last time we discussed supporting senior leaders, the SLT asked to take a morning a week off site so you can get work done without getting disrupted. Ben and Andrew are working through this.

NAG 2 DOCUMENTATION & SELF REVIEW

Board Terminology Update - reported in Principals report

Home Learning policy - to be updated, see google doc. ***Andrew moved that the Home Learning Policy be updated, seconded by Joy. All in favour. Kim will contact SchoolDocs to update.***

Draft Board Responsibility SchoolDocs - reported in Principals report

NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL

Staff resignations - reported in Principals report

We interviewed 3 fixed term staff today, two were employed on a permanent basis. With Wendy leaving, the Gifted & Talented/REAL Challenge unit is available, Kaye Royle will be taking over this.

Learning Assistant - because Kelly is in the role it is her right to have the permanent position. This position would then become permanent.

Andrew moved that we appoint Kelly as a permanent learning assistant, seconded by Adele. All in favour.

Amy Mackenzie - wanting to drop to 4 days - if Seanne is happy to do an extra day it would create consistency in the studio.

Andrew moved if we can make it work with Seanne, we can make the change.

Seconded by Joy, All in favour.

Is this something we can do as a Board as a way to support our teachers for a fixed term?

NAG 4 FINANCE AND PROPERTY

Financial Report: reported by Andrew Barker

Financial report moved by Andrew, seconded by Ben. All in favour.

Property:

School Pool Proposal : reported in Principals report

Andrew showed a plan of the pool which can be built in the ground or above. It comes with change sheds including toilets and a 1.8m fence. Same size as the current pool. Current changing sheds could be repurposed. Andrew has spoken with the PTA, they currently have around \$19,000. If we could get around \$50,000 from funding, we would fundraise more, and the Board put some money in. We can use the same pool filter and heat pump. Current pool is in need of some upgrades soon, with ongoing maintenance required. Looking at building in winter 2022, gives us time to fundraise. **Andrew will look at perhaps extending the size to 12.5 metres and check to see if the filter would cope with this.** What is the life expectancy of the filter? Heat Pump has already been upgraded. **Will speak to PTA re fundraising options.**

Cleaning Review: reported in Principals report

Andrew to advise George to come back at the end of the term of the contract.

Doors: reported in Principals report

Leaking roof: reported in Principals report

Artificial Lawn: reported in Principals report

Andrew approves to astroturf the Ruru studio initially, and ask for a breakdown of quotes for just Ruru studio. Seconded by Ben. All in favour.

NAG 5 HEALTH AND SAFETY

Stand downs this term: reported in committee

In committee : 9.40pm

Out of committee: 9.50pm

Bus accident to Hagley : reported by Leroy Lewis

The bus company provided us with video footage of the bus incident today, watched by the Board. **Andrew to ask to share what their policy is when someone is seriously injured on a bus. Andrew and Ben will put something together to go out to the bus company and share with the Board before we send.**

Managed moves: reported in Principals report

Please have a read. The Celebration Centre has lovely facilities Oranga Tamaraki use, also used for a Sunday School, could be a great site to be used.

NAG 6 ADMINISTRATION

2022 Term dates to be set - reported in Principals report

Andrew moved that the 2022 term dates be set as stated, seconded by Ben. All in favour.

Hero Student Manager System (SMS) - reported in Principals report

Andrew moves that we go with the upgrade, the cost for this is an additional \$2,500 per annum, seconded by Ben. All in favour. We can get this immediately. **Kim to contact Hero.**

Calculation in Hours for BoT - to complete in google doc at the end of the meeting

2021 Board Meetings (Tuesdays at 6.15pm)

- Term 3 - Week 4, 17 August
 - Week 10, 28 September
- Term 4 - Week 4, 9 November
 - Week 9, 7 December

MEETING CLOSED : 10.00pm

..... Ben Naylor, Chairperson

..... 2021